


**M e m o r a n d u m**

Date: July 15, 2010

To: Telecommunications Section   
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REPAIR FACILITY PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Office of the State Chief Information Office (OCIO) Santa Clara radio repair facility (formerly Department of General Services) could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a repair facility site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Santa Clara radio repair facility was completed by the Property Inspector (PI) on May 12, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B). Additionally, there was no other CHP property located at the site.

According to the OPI inventory list, the Santa Clara radio repair facility had a total property inventory population of one item. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Santa Clara radio repair facility, one item, a Motorcycle Repeater was missing (this item was previously reported missing since the year 2000). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the

*Safety, Service, and Security*

Telecommunications Section  
Page 2  
July 15, 2010

above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspector General by October 18, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain  
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff  
Information Management Division  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
DGS/0732 SANTA CLARA RADIO REPAIR FACILITY**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Motorcycle-Repeater	R73474	X					Missing since 2000

# **ATTACHMENT B**

**This section left blank**

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
SANTA CLARA RADIO REPAIR SHOP (DGS0732)**

ATTACHMENT C

	ASSET #	DESCRIPTION	SERIAL #		Y	N	A	T	C	OTHER
1	R73474	Motorcycle-Repeater	R5512-T00512			X				Missing since 2000

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION